



BLIPS Summer 2012 Application Guidelines and Placement Process

We are glad that you are interested in participating in the Berkeley Lab Internships for Precollegiate Scholars (BLIPS) program. This guide will walk you through the application process. Please be sure to read each step carefully and follow all of these directions.

Key Dates

5 December 2011	BLIPS Summer 2012 online application opens
3 February 2012	Application due by 11:59 PM PST
17 February 2012	Recommendations and unofficial transcripts due by 11:59 PM PST
6 Mar – 13 Apr 2012	Selections and Placements
11 May 2012	Last day offers made
14 May 2012	Applicants not accepted into BLIPS Summer 2012 notified by email

Eligibility

You must:

- Be a high school junior attending a public or private school located in Alameda County or Contra Costa County, CA in academic year 2011 – 2012
- Be sixteen (16) years of age by the start of the program
- Be a US Citizen or documented Permanent Resident at time of applying
- Have current health insurance coverage while participating in the program

There are no exceptions to these requirements.

Application Requirements

- You must submit your application, unofficial transcript(s) and recommendations online via the BLIPS application website.

Application requirements include:

1. Completion of all required fields in the application, including:
 - ~ Applicant information
 - ~ Emergency contact information
 - ~ School information
 - ~ Citizenship status
 - ~ Essays
 - ~ Recommender contact information

After these required fields are completed, you may submit your final application. This will allow your recommenders to provide their recommendation online via the BLIPS application system.

Note: Once you hit the “Submit” button, you will not be able to make any changes to your application, including email addresses provided for recommenders.

2. Two recommendations from a science or math teacher and/or advisor, submitted online by your recommenders.

3. Unofficial transcripts of all schools you have attended, including 9th grade through fall semester of junior year, submitted online.

Once your fall semester grades are available, you may upload your unofficial transcripts after you have submitted the rest of your application.

Note: If you are selected as an intern, you must submit official transcript(s) to BLIPS within 14 days of the date of the Offer Letter in order to verify information on your unofficial transcripts.

- The online application system will guide you through the application requirements.
- You must complete your application and submit it online by the deadline in order to be considered for evaluation and placement.
- You will be evaluated for participation solely on the basis of the materials uploaded into the BLIPS application system.

Recommendations

Applicant Responsibilities:

- You will need two recommendations from a science or math teacher and/or advisor, which must be submitted to the BLIPS online application.
- You should request recommendations from two individuals familiar with your education, training, experience, aptitude, or promise relevant to the BLIPS Program.
- Be sure to confirm email addresses for all recommenders BEFORE submitting your application.
- Please be sure to tell your recommenders to check their computer protection software to be sure that they can receive emails from BLIPS@lbl.gov.
- It is your responsibility to inform your recommenders that they must submit their recommendation using the online system before the deadline. Additionally, we strongly suggest that you discuss this request in advance with potential recommenders, and allow adequate time for them to act on your request.
- Once you have identified recommenders and their contact information in the online system, and have submitted your completed application, an automatic email will be sent to the recommenders with a link and password to submit recommendations to your BLIPS online application.

Note: BLIPS will NOT resend recommendation emails to recommenders. NO EXCEPTIONS.

Recommender Responsibilities:

- Check computer protection software to be sure that recommender can receive emails from BLIPS@lbl.gov.
- Check inbox for an email message containing a link and password, which are unique to the recommenders email address and the student's application number.
- Recommenders CANNOT submit online recommendations from forwarded email or alternate email address.
- All recommendations must be submitted through the BLIPS online application system. BLIPS will not accept mailed or emailed recommendations.
- **Recommenders must submit recommendation (4,000 characters or less) from the same email address provided by student applicant in BLIPS application, by 11:59 PM PST, 17 February 2012.**

Once your recommenders submit their recommendations, both you AND your recommenders will receive a confirmation email stating BLIPS has received the online recommendation.

- ~ If you do not receive a confirmation email, the recommendation was not submitted to BLIPS.
- ~ We strongly suggest that you stay in close communication with your recommenders to be sure that they submit their recommendations before the deadline.
- ~ If your application has only one or no recommendation submitted to BLIPS by the 17 February 2012 deadline, you will not be considered for the program.

Transcripts

- You must submit unofficial copies of your school transcripts for each academic institution you have attended, including 9th grade through the fall semester of junior year, with your online application.
- All transcripts should be uploaded in the form of PDF files. Do not mail or email transcripts to BLIPS - they will not be considered.

If you have not completed and submitted your application online by the 3 February 2012 deadline, you will no longer be considered for the program.

If both of your recommenders have not submitted their recommendations by the 17 February 2012 deadline, you will no longer be considered for the program.

BLIPS Selection and Placement Process

All eligible complete applications will be reviewed and scored by the BLIPS Applicant Review Committee, made up of Lab scientists and staff.

All applicants are reviewed and scored according to the [BLIPS Rubric](#).

Potential Mentors review scored applications and select interns based on a good fit between the applicant, research project and the Mentor.

Once a Mentor selects an applicant as an intern, an offer is made to the applicant via email including the following:

- Project title
- Project description
- Intern's role
- What intern can expect to learn
- Academic background/skills required

Note: Applicants who are relatives of a Lab employee cannot be placed in division/group of Lab relative.

Offers will be made to applicants between 6 March and 11 May 2012.

If you receive an offer, you will have fourteen (14) days to accept or decline the offer and mail in your official transcript(s).

If you do not receive an offer email by 11 May 2012, you have not been selected to participate in the program.

BLIPS Application Checklist

- ☐ Confirm that you are eligible for the program
- ☐ Confirm that you are available to attend all days of the program
- ☐ Identify areas of research at Berkeley Lab that interest you
- ☐ Review [BLIPS Rubric](#)
- ☐ Contact potential recommenders
- ☐ Complete all fields of the online application
- ☐ Submit your online application once it is complete
- ☐ Upload your unofficial transcript(s)
- ☐ Follow up with your recommenders
- ☐ Check your application status online